

**SECTION 01720**  
**PROJECT RECORD DOCUMENTS**

**1.1 GENERAL**

- A. The Contractor shall maintain accurate record documents related to the furnishing and installation of equipment, materials, and products at the site of the project during the course of the work.
- B. Contractor shall prepare and submit cut sheets for the Engineer's approval prior to starting construction. No separate payment is allowed for this item.

**1.2 MAINTENANCE OF DOCUMENTS**

- A. The Contractor shall maintain at the project site one (1) record copy of each of the following:

- 1. Contract Drawings
- 2. Specifications
- 3. Addenda
- 4. Reviewed Shop Drawings
- 5. Change Orders
- 6. Other Modifications to Contract Documents
- 7. Field Test Records

Project record documents shall be stored in suitable files and racks in a location satisfactory to the Engineer. The documents shall be maintained in a clean, dry, legible condition and shall not be used for construction purposes.

**1.3 RECORDING**

The Contractor shall label each document "Project Record" in one-inch high letters. Record Documents shall be kept current and work shall not be permanently concealed until the required information had been recorded.

- A. Contract Drawings: The Contractor shall legibly mark to record the actual construction on the project record set of prints of the Contract Drawings, including reviewed shop drawings, the following:
  - 1. Horizontal and vertical location of underground utilities and appurtenances referenced to mean sea level or permanent surface improvements.
  - 2. Location of internal utilities and appurtenances concealed in construction referenced to visible and accessible features of structure.
  - 3. Field changes of dimension and detail, including elevations of foundations.
  - 4. Changes made by change order or field order.
  - 5. Details not on original Drawings.
- B. Specifications and Addenda: - The Contractor shall legibly mark up each section to record:

1. Manufacturer, trade name, catalog number, and supplier of each product and item of equipment actually installed.
2. Changes made by change order or field order.
3. Other matters not originally specified.

C. Sanitary Sewer/Stormwater Structural Locations:

1. All sanitary sewer manholes, conveyances, pressurized mains and lift stations should be located by the center. English units and NAD 83 State Plane Coordinates shall be used. All applicable information required for each item on the "Sanitary Sewer Electronic Data Submittals - Explanation and Data Sheet" forms (pages 01720-3 - 01720-10) should be completed in Microsoft ® Excel format and submitted to the Technical Information Center (TIC) office. These forms will be provided by the TIC office on floppy disk.
2. All stormwater conveyances, structures and detentions should be located by the center. English units and NAD 83 State Plane Coordinates shall be used. All applicable information required for each item on the "Stormwater Electronic Data Submittals - Explanation and Data Sheet" forms (pages 01720-11 - 01720-16) should be completed in Microsoft ® Excel format and submitted to the Technical Information Center (TIC) office. These forms will be provided by the TIC office on floppy disk.

TIC office will utilize this information in updating the City of Chattanooga GIS System.

- D. Sewer Line Television - All new lines shall be videotaped following construction. Tee locations shall be marked. The Owner shall be given a copy of the videotape.

#### 1.4 SUBMITTALS

- A. As-Built Drawings – Certified As-Built drawings shall be submitted at the end of the project. Minimum requirements include plan and profile, tee locations, scale, alignment angles, invert elevations, and easements. The final record drawing shall be submitted on disk, with certification of the engineer or surveyor, and digital CAD file in AutoCAD ® format.

At the completion of the work and prior to final acceptance by the Owner, the Contractor shall deliver the Project Record Documents to the Engineer. The Project Record Documents shall be acceptable to the Engineer before final payment is made.

With the submittal of the Project Record Documents, the Contractor shall submit a list of each document submitted and a certification that each document as submitted is complete and accurate.

END OF DOCUMENT